



DEPARTMENT OF THE NAVY

COMMANDER, CARRIER AIR WING RESERVE 20

NAVAL AIR STATION ATLANTA

MARIETTA, GA 30060-5099

COMCVWR-20INST 1040.1N

NOOS:wm

21 JUN 1999

COMCARAIRWINGRES TWO ZERO INSTRUCTION 1040.1N

Subj: CARRIER AIR WING RESERVE 20 (CVWR-20) CAREER INFORMATION PLAN

Ref: (a) Retention Team Manual (NAVPERS 15878)
(b) COMNAVRESFORINST 1040.1 (series)
(c) Career Information Program Management (NAVEDTRA 10238-10238-A)
(d) MILPERSMAN
(e) COMNAVRESFORINST 1780.1 (series)

Encl: (1) Quarterly Retention Report, TAR/SELRES
(2) Monthly Gain/Loss Report
(3) FTS/SELRES Status Log
(4) Career Information Excellence Award Nomination
(5) Command Career Counselor Pass Down Log
(6) SELRES Reporting/annual Interview
(7) SELRES Annual Career Questionnaire

1. Purpose. To provide command guidance for the implementation of Career Information Program Management (CIPM) and to establish process review and Command Inspection requirements within CVWR-20.

2. Cancellation. COMCVWR-20INST 1040.1M.

3. Policy. Each CVWR-20 squadron shall establish and maintain an effective retention and career counseling program to achieve the goals set by the Chief of Naval Operations per reference (c). Each command shall designate a Command Career Counselor (Navy Counselor) or a collateral duty Career Information Coordinator (NEC 9588) as the Commanding Officer's Retention Program Manager.

4. Background. Personal involvement at all levels is critical to maintaining the manpower pool necessary to meet Naval Reserve mobilization requirements. It is essential that we retain experienced and highly trained personnel in order to maintain an all-volunteer force capable of effective mobilization.

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5. Discussion. The readiness of CVWR-20 and it's ability to provide well trained, highly motivated and qualified personnel in the event of mobilization are critically dependent upon the existence of an effective and professionally administered career information program. Career Information Program Management (CIPM) provides the basics for establishing and managing a retention program. Guidance in this instruction supplements information provided in references (a) through (e), and provides substantial direction for the career development of personnel within the Naval Reserve.

a. Squadron career information programs must contain, but are not limited to, eight basic elements. They are:

- (1) Career Information Team
- (2) Personnel Entry System
- (3) Interview System
- (4) Communications System
- (5) Loss Tracking System
- (6) Program Evaluation System
- (7) Program Manager
- (8) Officer Career Counseling and Professional Development System

6. Action. Command Career Information Teams will be established as outlined in references (a) and (e). All newly appointed Career Counselors will read this instruction within one month of appointment and be totally familiar with its contents.

a. Deputy Commander (Retention Officer) shall:

- (1) Ensure that the Air Wing Commander's policy concerning career information programs is extensively advertised.
- (2) Provide adequate private office space and facilities for the Air Wing Command Career Counselors.
- (3) Provide support to CVWR-20 staff Career Counselor's to implement and monitor Career Information Program Management (CIPM) for squadrons.
- (4) Provide support for Officer Retention in CVWR-20 staff and squadrons.

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b. CVWR-20 Staff Command Career Counselor's shall:

(1) Implement, monitor and support air wing squadrons using Career Information Program Management (CIPM) per references (a) and (c).

(2) Conduct Process Improvement Reviews for all squadrons.

(3) Collect, monitor, and evaluate squadron data and reports as provided in enclosures (1) through (7).

(4) Monitor squadron Montgomery G.I. Bill - Selected Reserve (MGIB-SR) programs per reference (e).

(5) Monitor squadron Selected Reserve Attrition Statistics (SARP).

(6) Publish and distribute the Career Information Insight (CII) newsletter on a monthly basis.

c. CVWR-20 Command Master Chief shall:

(1) Provide support to the staff Command Career Counselors and the Career Information Team.

(2) Serve as a member of the Career Information Team.

d. Squadron Commanding Officers shall:

(1) Serve as the senior Career Counselor for the Career Information Team.

(2) Establish a formal CIPM system as described in references (a) through (e).

(3) Be thoroughly aware of all personnel within three months of their EAOS/EOS as appropriate who indicate intentions to leave the program.

(4) Establish FTS/SELRES Personnel entry program (i.e. Professional Development Board, Sponsor Program, Indoctrination Program).

(5) Maintain an Officer Career Counseling Program per reference (a).

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(6) Personally interview all members indicating a desire to retire/transfer to the fleet reserve/retired reserve.

(7) Provide adequate private office space and facilities for the Command Career Counselor.

e. Squadron Command Master Chief shall:

(1) Serve as a member of the Career Information Team

(2) Chair the Professional Development Board.

(3) Maintain an effective Sponsor Program for FTS and SELRES personnel.

(4) Provide support to the Command Career Counselor.

(5) Be aware of all personnel within three months of their EAOS/EOS who indicate an intention to leave the program.

f. Squadron Command Career Counselor shall:

(1) Act as the Commanding Officer's Career Information Program Manager. Report directly to the Commanding Officer/Executive Officer/Officer in Charge in the performance of Career Counseling duties.

(2) Hold and document Career Counselor training at least quarterly.

(3) Conduct quarterly Career Information Team Meetings, and maintain a record of these minutes per reference (a).

(4) Complete and submit enclosure (1), Quarterly Retention Report, FTS/SELRES by the 5th of the month following the reported quarter.

(5) Complete and submit enclosure (2), Monthly Gain/Loss report by the 5th of each month.

(6) Document all retirements, transfers, extensions, reenlistments, IRR and Medical transactions in the FTS/SELRES Status Log, enclosure (3).

(7) Complete and submit Career Information Excellence Award Nomination, (enclosure (4)) by the 15th of January following the year reported.

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(8) Conduct all required interviews for active duty personnel per the CIPM Data System.

(9) Read and distribute CVWR-20 Career Information Insight (CII) Newsletter and maintain on file in the Command Career Counselors office.

(10) Conduct a command diagnostic annually.

(11) Maintain liaison with all division/departement Career Counselors and provide updated information and guidance per reference (a).

(12) Interview all Selected Reserve Personnel that have received their fourth unsatisfactory drill period to determine their intentions and identify possible problem areas. Telephone interviews may be required in some cases. Involvement of the Commanding Officer/Executive Officer/Officer-In-Charge/Command Master Chief is required for those personnel that have expressed a desire to leave the Naval Reserve. Interviews will be documented in the member's personal career counselor record.

(13) Complete enclosure (5) at the end of the squadron's Career Counselor's tour, with the incoming Career Counselor and forward to CVWR-20.

(14) Manage and track Montgomery G. I. Bill-Selected Reserve (MGIB-SR) Program.

(15) Conduct an annual SELRES Career Information interview by report date (enclosure (6)) and the SELRES Career Questionnaire (enclosure (7)).

g. Department/Division Career Counselors shall:

(1) Conduct all required interviews per reference (a).

(2) Attend and participate in quarterly Career Counselor training.

(3) Attend and participate in quarterly Career Information Team meetings.

(4) Attend Career Information school.

(5) Assist the Command Career Counselor in disseminating and collecting data for the annual diagnostic survey.

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(6) Department and Division Career Counselor's should be selected per reference (a).

7. Reports. Administrative support is an integral part of a successful career information program. Administrative Officers shall ensure timely submission of reports and provide support for retention programs. Enclosures (3), (5), (6) and (7) may be reproduced locally.

8. Inspections. All Career Counselor programs will be reviewed as part of the Command Inspection. All Career Counseling files and statistical reports are required to be available for this inspection. Each squadron career counselor is a member of the Career Information Team and as such, plays an important role in the command's retention effort.


C. F. WEIDEMAN

Distribution: (COMCVWR-20INST 5216.1K)
List I(H) Case A

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QUARTERLY RETENTION REPORT

From: Commanding Officer, _____
To: Commander, Carrier Air Wing Reserve 20

Subj: REENLISTMENT RETENTION REPORT (1040-4)

Ref: (a) COMCVWR-20INST 1040.1N

1. Per reference (a), the following is submitted for the ____
Quarter FY____

2. Retention Statistics FTS =(A), SELECTED RESERVIST = (S):

FIRST TERM

ELIGIBLE	INELIGIBLE	REENLIST	NET	GROSS
	A S	A S	A S	A S

SECOND TERM

ELIGIBLE	INELIGIBLE	REENLIST	NET	GROSS
	A S	A S	A S	A S

CAREER

ELIGIBLE	INELIGIBLE	REENLIST	NET	GROSS
	A S	A S	A S	A S

TOTAL

ELIGIBLE	INELIGIBLE	REENLIST	NET	GROSS
	A S	A S	A S	A S

3. ADVANCEMENT ELIGIBLE

ADVANCED

E1-E2: FTS____ SELRES____

FTS____ SELRES____

E2-E3: ____

4. REMARKS:

NOTES: 1. Indicate those personnel that extend for less than 24 months in the remarks; DO NOT include them in paragraph 2 of this report.

2. Reasons for large fluctuations in statistics should be addressed in remarks section.

(SIGNATURE)

Enclosure (1)

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MONTHLY GAIN/LOSS REPORT

From: Commanding Officer, _____
To: Commander, Carrier Air Wing Reserve 20

Ref: (a) COMCVWR-20INST 1040.1N

Subj: MONTHLY GAIN/LOSS REPORT

1. Per reference (a), the following is submitted for the month
of _____ 19__

a. FTS Gains:

Name/Rate	Term
	1/2/C

b. SELRES Gains:

Name/Rate	Term
	1/2/C

c. FTS Losses:

Name/Rate	TERM	Reason for loss
	1/2/C	

d. SELRES LOSSES:

Name/Rate	TERM	Reason for loss
	1/2/C	

Note: 1. Under "Reason for loss", specific explanations are required. If a member goes "Unsat", include the reason determined from the required interview listed above (i.e. Transferred to IRR/UNSAT/Job Conflict).

Commanding Officer

Copy to:
CCC File

Enclosure (2)

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FTS/SELRES WORKSHEET STATUS LOG

[illegible]

Note: Use remarks section for any other transaction that is not labeled.

Enclosure (3)

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From: Commanding Officer, _____
To: Commander, Carrier Air Wing Reserve 20

Subj: CAREER INFORMATION EXCELLENCE AWARD NOMINATION

Ref: (a) COMCVWR-20INST 1040.1N

1. Per reference (a), the following is submitted:

a. Career Information Program Management.

(1) Chain of Command Involvement.

(2) Career Information Team Organization.

(3) Disseminating Career Information to SELRES and FTS.

b. CYxx Active Duty Advancement Statistics:

	TIR	Did Not		
	Elig	Qualify to Participate	PNA	Fail Advance

E2

E3

E4

E5

E6

E7/8/9

Total

c. CYxx SELRES Advancement Statistics:

	TIR	Did Not		
	Elig	Qualify to Participate	PNA	Fail Advance

E2

E3

E4

E5

E6

E7/8/9

Total

d. Montgomery GI Bill-Selected Reserve:

Enclosure (4)

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e. Personnel Recognition Active/SELRES Statistics:

FTS

SELRES

MSM
NCM
NAM

f. Sponsor Program, Indoctrination, Single Parent and
Military Couple with Dependents Program.

(1) Sponsor Program.

(2) Indoctrination Program.

(3) Family Care Policy.

g. Professional Development Board (PDB).

h. Ombudsman Program.

i. Transition Assistance Program.

j. Qualification Programs.

k. Education Programs.

l. Employer Support of the Guard and Reserve.

m. Retention Statistics:

FTS

SELRES

Total personnel eligible:

Total personnel ineligible:

Total personnel retained:

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**COMMAND CAREER COUNSELOR WORKSHEET
PASS DOWN LOG**

1. The following information is required for a smooth transition between transferring and incoming Command Career Counselors within CVWR-20. Forward a copy of completed and signed log to CVWR-20. Original will be filed in the squadron's Command Career Counselor's office until the next turn over.

CIPM DATA SYSTEM:

All Full Time Support and Selected Reserve have been entered into the data system and required interviews have been accomplished.

Yes ____ No ____

MGIB-SR:

Adjudication sheets have been completed on all Officer and Enlisted SELRES personnel.

Yes ____ No ____

Notice of Basic Eligibility, Statements of Understanding and Page 13's have been entered into the appropriate service records.

Yes ____ No ____

EFM/Single Sponsor:

EFM/Single sponsor survey has been completed for this FY with all mandatory personnel enrolled.

Yes ____ No ____

ESO:

All reference material and advancement data are within easy access of the Command Career Counselor.

Yes ____ No ____

Retention Diagnostic Survey:

Survey has been completed for this year with the appropriate actions taken to correct problem areas if needed.

Yes ____ No ____

Enclosure (5)

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Navy Sponsor Program:

All incoming **FTS/SELRES** personnel have been assigned a sponsor and have received a welcome aboard letter and package.

Yes ____ No ____

Sponsor questionnaires have been completed.

Yes ____ No ____

Career Information Team:

Career Information Team meetings have been held at least once a quarter with minutes signed by the Commanding Officer.

Yes ____ No ____

Professional Development Board:

Professional Development Boards have been held when necessary with minutes signed by the Commanding Officer.

Yes ____ No ____

1306/7 Tracking:

A 1306/7 tracking system is in place and all 1306/7's that have not returned to the command are listed as such.

Yes ____ No ____

SELRES Annual Interviews and Questionnaires:

Have SELRES annual Career interviews and questionnaires been completed.

Yes ____ No ____

COMMENTS:

TRANSFERRING CC SIGNATURE _____ DATE _____

INCOMING CC SIGNATURE _____ DATE _____

SELRES REPORTING/ANNUAL INTERVIEW WORKSHEET

NAME/RATE: _____ SSN: _____ WC/DIV _____

Member's Initials _____

1. Introduction and Purpose of Interview
a. Your functions _____
b. Retention chain of Command _____
c. SELRES Bonus _____
2. Advancement Information
a. Are all courses for next paygrade completed? _____
b. Use "Specific Requirements for Advancement In Paygrade" to ensure member has not overlooked a requirement. YES/NO
c. Courses not completed _____
3. Services Available
a. Chaplain _____
b. Legal _____
c. Financial Counseling _____
d. Family Service Center _____
e. Employer Support of the Guard and Reserve _____
4. What are member's plans at EOS
a. Extend/Reenlist: _____ # of years
b. Separation/Discharge _____
c. Retirement/Fleet Reserve _____
d. Uncertain _____
5. Is member married to another military member and have children? "or" YES/NO
Does the member have custody of children and no spouse? (SINGLE PARENT) YES/NO
Is family care plan certificate on file and current? YES/NO (NAVPERS 1740/6) _____
6. Is member MGIB-SR eligible? YES/NO
(VERIFY ADJUDICATION) _____
7. Open-door policy on counselors _____

Members Comments:

Members signature/date

Counselors comments:

Counselor/Date

File

CCC: _____ DIV CPO: _____ CMC: _____ OIC: _____ XO: _____ CO: _____
Enclosure (6)

SELRES ANNUAL CAREER QUESTIONNAIRE

This questionnaire is to used with the annual interview sheet.

Please check all areas that may be a deciding factor for a Naval Reserve Career.

PAY/BENEFITS

- ☐ 1. Amount of drill pay
- ☐ 2. Timeliness of drill payments
- ☐ 3. Resolution of pay problems
- ☐ 4. Educational benefits
- ☐ 5. Retirement benefits
- ☐ 6. Availability/Quality of Career Information
- ☐ 7. Availability/Quality of Professional Development Board
- ☐ 8. Availability/Quality of Indoctrination Program.

QUALITY OF LIFE

- ☐ 1. Promotion/Advancement opportunities
- ☐ 2. Availability of pay billet on advancement/promotion
- ☐ 3. Geographic location of drill site
- ☐ 4. Availability of initial issue/replacement uniforms
- ☐ 5. Availability/Quality of berthing
- ☐ 6. Availability/Quality of messing
- ☐ 7. Availability/Quality of commissary/Exchange

DRILLING/PARTICIPATION CONDITIONS

- ☐ 1. Availability of AT/ADT/IDTT/ADSW
- ☐ 2. Flexibility of drilling schedule
- ☐ 3. Level of job fulfillment/challenge
- ☐ 4. Availability/Quality of job equipment
- ☐ 5. Fair enforcement of regulations
- ☐ 6. Excessive Contributory support to USN
- ☐ 7. Too little Contributory support to USN

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MANPOWER

- ___ 1. Involuntary unit transfers
- ___ 2. Availability of leadership jobs
- ___ 3. Number of personnel available to do the job

PROFESSIONALISM

- ___ 1. Respect from supervisors
- ___ 2. Respect from active duty counterparts
- ___ 3. Quality of unit leadership/management
- ___ 4. Competency of supervisors
- ___ 5. Competency of co-workers
- ___ 6. Fairness in how my performance was evaluated
- ___ 7. Recognition of my accomplishments

TRAINING

- ___ 1. Amount of training at drill location
- ___ 2. Quality of training at drilling command
- ___ 3. Amount of training at gaining command
- ___ 4. Quality of training at gaining command

PERSONAL

- ___ 1. Employer support for participating in SELRES
- ___ 2. Job conflict/higher paying job
- ___ 3. Expanded job opportunities
- ___ 4. Home/Family conflict
- ___ 5. School conflict
- ___ 6. Naval Reserve has asked me to do too much
- ___ 7. Too many demands on my time

What is the most important reason for you to stay in the Naval Reserve?

CCC/File___ SUP___ TRNG___ ADMIN___ CMC___ OIC___ XO___ CO___